

General Data Protection Regulation (GDPR)

General Data Protection Regulation (GDPR)



The GDPR applies from 25th May 2018

The GDPR applies to personal data which can be used to identify an individual:

- **Name**
- **Address**
- **Male or female**
- **Date of birth**
- **Post code**
- **Email address**
- **Contact phone numbers**



General Data Protection Regulation (GDPR)



IAM RoadSmart will provide toolkit containing:-

- **IAM RoadSmart Guidelines regarding the management of personal data in relation to members of IAM RoadSmart and the Group**
- **Creation of new role – Group Data Manager**
- **Template Contract Statement for use with new and existing Group members**
- **Retention Policy**
- **Destruction Policy**
- **Advice on requirement to register with ICO**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



In order to comply with GDPR IAM RoadSmart as 'Controllers' provide Groups as 'Processors' with personal data on associates and members:-

- **Name**
- **Address**
- **Male or female**
- **Year of birth**
- **Post code**
- **Email address**
- **Contact phone numbers**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



You must not request, collect, use or retain any other personal data

For example:-

- **Driving licence number**
- **Driving conviction information**
- **Vehicle registration number**
- **Number of years driving or riding etc.**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Group Data Manager

Key Tasks:

- To provide guidance to data holders in line with GDPR and IAM RoadSmart guidelines
- In line with GDPR and IAM RoadSmart guidelines to ensure records of all data used by the group is:-
 - Accurate
 - Securely held
 - Used in accordance with GDPR guidelines
 - Retained
 - Destroyed



General Data Protection Regulation (GDPR)



Key Tasks of Group Data Manager – continued

- **Report any breaches in Data Protection to IAM RoadSmart and the appropriate authority**
- **Ensure the correct GDPR notices are included in all Group communication to associates/members**
- **To manage any request for option to withdraw**
- **To review relevance of historical data**

If you do not recruit a Group Data Manager the Group Trustees hold responsibility for ensuring compliance with GDPR



General Data Protection Regulation (GDPR)



Group Required Contract Statement to Members

Here at [Group name] we would like to thank you for becoming/renewing your membership with us, as part of your membership contract with us, we will contact you with information on training, committee, and social events, together newsletters/magazines relating to the group and Road Safety.

Pictures, videos and written updates of [Group name] events such as training, committee and social events at which you may be in attendance or referred to, will also be regularly published on Social media sites such as Facebook, Twitter etc, group newsletters/magazines and group related websites.

[Group name] also share your information with The Institute of Advanced Motorists Ltd in order to administer membership activities.

Option to Withdraw from the above

You have the right to withdraw from receiving or participating in any of the above, by contacting [Group name].

I do not wish to:-

- ☐ receive information on training, committee, and social events, together newsletters/magazines relating to the group and Road Safety.
- ☐ to appear in or be referred to in or on any group social media sites such as Facebook, Twitter etc, group newsletters/magazines and group related websites.

Signature: _____

Name (in capitals): _____

Date: _____

Membership Number _____

Please notify the [Group name] by email to [Email Address] or letter to:-

Group Secretary

[Group name]

1 the Street,

Town

Post Code

GDPR states you must have a valid lawful basis in order to process personal data

GDPR gives six available lawful bases for processing personal data

IAM RoadSmart's basis for processing personal data is through a Contract

Members enter into a contract with IAM RoadSmart and have the Option to Withdraw from specified activities



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Group Required Contract Statement to Members

Here at [Group name] we would like to thank you for becoming/renewing your membership with us, as part of your membership contract with us, we will contact you with information on training, committee, and social events, together newsletters/magazines relating to the group and Road Safety.

Pictures, videos and written updates of [Group name] events such as training, committee and social events at which you may be in attendance or referred to, will also be regularly published on Social media sites such as Facebook, Twitter etc, group newsletters/magazines and group related websites.

[Group name] also share your information with The Institute of Advanced Motorists Ltd in order to administer membership activities.

Option to Withdraw from the above

You have the right to withdraw from receiving or participating in any of the above, by contacting [Group name].

I do not wish to:-

- ☐ receive information on training, committee, and social events, together newsletters/magazines relating to the group and Road Safety.
- ☐ to appear in or be referred to in or on any group social media sites such as Facebook, Twitter etc, group newsletters/magazines and group related websites.

Signature: _____

Name (in capitals): _____

Date: _____

Membership Number _____

Please notify the [Group name] by email to [Email Address] or letter to:-

Group Secretary

[Group name]

1 the Street,

Town

Post Code

- **IAM RoadSmart will provide you with a template Contract Statement for all existing and new members**
- **Must be sent to all existing members**
- **Must be used for all new members**
- **Must be used annually with all Group membership renewals**
- **Must hold a Master copy and a record of those who have taken the Option to Withdraw**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Group Required Contract Statement to Members

Here at [Group name] we would like to thank you for becoming/renewing your membership with us, as part of your membership contract with us, we will contact you with information on training, committee, and social events, together newsletters/magazines relating to the group and Road Safety.

Pictures, videos and written updates of [Group name] events such as training, committee and social events at which you may be in attendance or referred to, will also be regularly published on Social media sites such as Facebook, Twitter etc, group newsletters/magazines and group related websites.

[Group name] also share your information with The Institute of Advanced Motorists Ltd in order to administer membership activities.

Option to Withdraw from the above

You have the right to withdraw from receiving or participating in any of the above, by contacting [Group name].

I do not wish to:-

- ☐ receive information on training, committee, and social events, together newsletters/magazines relating to the group and Road Safety.
- ☐ to appear in or be referred to in or on any group social media sites such as Facebook, Twitter etc, group newsletters/magazines and group related websites.

Signature: _____

Name (in capitals): _____

Date: _____

Membership Number _____

Please notify the [Group name] by email to [Email Address] or letter to:-

Group Secretary

[Group name]

1 the Street,

Town

Post Code

- **Replies only expected if Withdrawal requests are placed**
- **Withdrawals need to be:**
 - **Actioned**
 - **Confirmed**
 - **Securely stored for reference**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



- **Group Required Contract Statement to Members**

Here at GROUP-NAME we would like to thank you for becoming/renewing your membership with us, as part of your membership contract with us, we will contact you with information on training, committee, and social events, together newsletters/magazines relating to the group and Road Safety.



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



- **Group Required Contract Statement to Members**

Pictures, videos and written updates of GROUP-NAME events such as training, committee and social events at which you may be in attendance or referred to, will also be regularly published on Social media sites such as Facebook, Twitter etc, group newsletters/magazines and group related websites.



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



- **Group Required Contract Statement to Members**

GROUP-NAME also share your information with The Institute of Advanced Motorists

in order to administer membership activities.



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



- **Group Required Contract Statement to Members**

Option to Withdraw

**You have the right to withdraw from receiving or participating in any of the above,
by contacting GROUP-NAME.**

I do not wish to:-

- ☐ **receive information on training, committee, and social events, together
newsletters/magazines relating to the group and Road Safety.**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



- **Group Required Contract Statement to Members**

Option to Withdraw (continued)

- ☐ **to appear in or be referred to in or on any group social media sites such as Facebook, Twitter etc, group newsletters/magazines and group related websites.**

Signature:

Name (in capitals):

Date:

Membership Number



General Data Protection Regulation (GDPR)



Option to Withdraw (continued)

Please notify the **GROUP-NAME** by email to Local Group Mailing Address Here or letter to:-

Group Secretary

GROUP-NAME

1 the Street,

Town

Post Code



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



- **Personal data must be stored securely - if electronically stored it must be password protected with a strong password.**
- **We advise you not to use paper records**
- **Any portable devices eg. Memory sticks must be encrypted**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Only those with legitimate reasons may hold or share personal data for example:

- **Treasurer may hold Group member personal bank details**
- **Chief Observer and those on the Training Team may hold Observers personal details and Observer records**
- **Social Committee Member may hold details of members willing to assist at events**
- **If you share this information you must record who you share it with and why**
- **This is particularly important if someone exercises the 'Right to be Forgotten'**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



All stored personal data must be securely destroyed once it is no longer required for example:

- **You organise a Group ride out – once event is complete all records, spreadsheets or forms containing personal data must be securely destroyed**
- **You organise an Observer Training Day - once event is complete all records, spreadsheets or forms containing personal data must be securely destroyed**
- **You organise the Group Summer Barbecue – once event is complete all records, forms, spreadsheets must be securely destroyed**
- **Only keep personal data for as long as necessary – you must securely destroy all personal data relating to expired or lapsed members**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



NO & LO portfolios and CPD

- **Only to be kept if necessary for on-going Observer development**
- **If the portfolios contain 'run sheets' from past associates, then these must be desensitised so the associate cannot be identified**
- **All records must be securely stored and password protected, or on encrypted USB devices.**
- **It is advised not to use paper records**
- **Once the Observer ceases in that role, the portfolio must be returned to the Observer, and any records held in relation to this must be securely destroyed as per the guidance given by IAM RoadSmart**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Associate run sheets

- **If you keep Associate run sheets for group performance reasons:**
- **They must be securely held**
- **They must be desensitised to remove all personal data**
- **Once their use is no longer deemed necessary originals must be returned to the associate**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Next of Kin details

- **There is a legitimate interest for you to hold Next of Kin details for welfare and safety of the individual**
- **If Next of Kin details are provided it is the responsibility of the associate/member to ensure the person named is aware and gives consent for you to hold and use them.**
- **It will only be necessary for a limited number of relevant people to have knowledge of the Next of Kin details**
- **When the need to have these ceases, they must be securely destroyed in line with GDPR**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Retention policy

- **As an organisation we:-**
 - **collect**
 - **hold**
 - **store**
 - **create significant amounts of data and information**
- **This policy provides a framework of retention and disposal of categories of information and documents.**
- **Within our guidance we will provide you with a framework to track the data you keep**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Retention policy: Full Group Members

RECORDS HELD (type of data)	REASON FOR RECORD (the purpose or use of the data)	RETENTION PERIOD (timescale in years)	ACTION FOLLOWING RETENTION	ACTION COMPLIES WITH
Full Group members Name Gender Year of Birth Address E-mail Telephone Bank Account details when D/D is used to collect payment	Group demographic Marketing Social Contact Official group business Payment of Group funds	Permanent while the person remains a Group member	If a member leaves the Group, all data held to be destroyed Any records in existence relating to lapsed members to be destroyed. All records to be held electronically Computers, tablets, and Smart Phones used to keep data on to be password protected No paper records kept	GDPR Guidelines. IAM RoadSmart Policy



General
Data
Protection
Regulation

General Data Protection Regulation (GDPR)



Retention policy: Associate Members

RECORDS HELD (type of data)	REASON FOR RECORD (the purpose or use of the data)	RETENTION PERIOD (timescale in years)	ACTION FOLLOWING RETENTION	ACTION COMPLIES WITH
Associates: Name Address Year of Birth E-mail Telephone Next of Kin details Portfolio of evidence regarding course progression	Corporate demographic of age Marketing Contact details Associate to inform N.o.K. that details held Run sheets to be retained by Associate MBGSO Run Sheets	Once converted to full member, Data held as above.	If associate does not continue to full membership, all data to be cleansed and any records kept to be handed back to associate Storage of data as above	GDPR Guidelines IAM RoadSmart Policy



General
Data
Protection
Regulation

General Data Protection Regulation (GDPR)



Retention policy: Observers

RECORDS HELD (type of data)	REASON FOR RECORD (the purpose or use of the data)	RETENTION PERIOD (timescale in years)	ACTION FOLLOWING RETENTION	ACTION COMPLIES WITH
Observers; Training records (inc Video) Personal details as at Group members CPD attendance Portfolio of evidence Associate details	Contact associates Proof of progression of learning as an Observer	While active in role	Destroyed	GDPR Guidelines IAM RoadSmart Policy



General Data Protection Regulation (GDPR)



Retention policy: Group Meetings and accounts

RECORDS HELD (type of data)	REASON FOR RECORD (the purpose or use of the data)	RETENTION PERIOD (timescale in years)	ACTION FOLLOWING RETENTION	ACTION COMPLIES WITH
Group Meetings and accounts	Legal requirement	Ten years	Destroyed	Charities Act 2011 Companies Act 2006



General
Data
Protection
Regulation

General Data Protection Regulation (GDPR)



Destruction policy

- **Confidential waste**
 - **Will state how you destroy confidential information**
 - **Anything that contains personal information should be treated as confidential**
 - **Where deleting electronically, please refer to Group Data Manager to ensure that this is carried out effectively.**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Destruction policy

- **Automatic deletion**
 - **Certain information will be automatically archived by the computer systems**
 - **Should you want to retrieve any information, or prevent this happening in a particular circumstance, please contact Group Data Manager**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Destruction policy

Individual responsibility

- **Much of the retention and deletion of documents will be automatic, but when faced with a decision about an individual document, you should ask yourself the following:**
- **Has the information come to the end of its useful life?**
- **Is there a legal requirement to keep this information or document for a set period?
(Refer to the Appendix for more information)**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Destruction policy

Individual responsibility

- **Would the information be likely to be needed in the case of any legal proceedings? (Is the information contentious, does it relate to an incident that could potentially give rise to proceedings?)**
- **Would the document be useful for the organisation as a precedent, learning document, or for performance management processes?**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Destruction policy

Individual responsibility

- **Is the document of historic or statistical significance?**
- **If the decision is made to keep the document, this should be referred to Group Data Manager and reasons given.**
- **For advice contact your Area Service Delivery Manager**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



Information Commissioner's Office (ICO) registration:

- **IAM RoadSmart recommends that each Group pay the data protection fee based on the personal data being handled by the Group.**
- **Charities are liable to the tier 1 fee of £40.00 annually**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



General Data Protection Regulation (GDPR) Guidelines Receipt and Implementation Declaration

To : Head of Field Service Delivery
IAM RoadSmart
1 Albany Place
Welwyn Garden City
Hertfordshire
AL7 3BT

Email:- Amanda.smith@iam.org.uk

Group Name hereby declare that :

- ☐ We have received the IAM RoadSmart guidelines regarding the management of personal data in relation to members of IAM RoadSmart and the group
- ☐ We understand the requirements to securely destroy all historical data relating to non-active members, no matter which format it is held in such as digital or hard copy etc.
- ☐ We understand the recommended types of data that can now be held and the relevant retention periods.
- ☐ We understand the necessary statement that is required to be issued to all group members regarding communications and activities that may receive or be part of.
- ☐ We will implement the guidelines as recommended and gain further clarification or advice on any items that we are not sure of.

I also acknowledge that we shall make another declaration to state any change in any matter contained in this declaration immediately before

Group Chair	Group Secretary
Signature :	Signature :
Name :	Name :
Date :	Date :

the change occurs

Note :

- **IAM RoadSmart will require Group Chair and Secretary to sign a Guidelines Receipt and Implementation Declaration**
- **Group Trustees are liable for any breach of GDPR**
- **IAM RoadSmart are here to give guidance and support – if in any doubt, or you have a specific question please contact your Area Service Delivery Manager**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



What to do now:

- **Appoint Group Data Manager**
- **Implement contract with existing members**
- **Implement contract with new associates**
- **Create secure systems**
- **Identify where personal data is held**
- **Cleanse personal data**
- **Destroy historic personal data**



**General
Data
Protection
Regulation**

General Data Protection Regulation (GDPR)



What not to do:

- Don't ignore it
- Don't share personal data with third parties
- Don't use personal data for non-contracted reasons



General
Data
Protection
Regulation

General Data Protection Regulation (GDPR)



- **The policy document and templates will be available on the IAM RoadSmart website Group Management dashboard**
- **They will be contained in the revised Group Handbook**
- **If you have any questions or concerns please contact your Area Service Delivery Manager**



**General
Data
Protection
Regulation**

Please contact your Area Service Delivery Manager if you have any questions or need guidance.

